



**Emergency Shelter Grant  
Program Guidelines  
2010-11 Program Year**

## **Emergency Shelter Grant (ESG) Overview**

The ESG program is authorized by the McKinney-Vento Homeless Assistance Act funded through the U.S. Department of Housing and Urban Development (HUD). This federally funded program is administered through HUD by a formula allocation to ESG entitlement localities and states.

The Virginia Department of Housing and Community Development (DHCD) is responsible for administering the state ESG allocation for Virginia. The state allocation minus five percent for state/local government administrative costs will be allocated to sub-grantees (non-profits and units of local governments) in ESG non-entitlement localities. These are localities that do not receive a direct ESG allocation from HUD.

The goal of the state ESG program is that individuals and families experiencing homelessness obtain and maintain appropriate permanent housing. DHCD will meet these objectives through supporting effective shelter and transitional housing operations.

Sub-grantees will be selected for the July 1, 2010 - June 30, 2011 program year based on a competitive application process.

## **Funding Levels**

The total available funding through this application is approximately \$1,600,000 for a one-year grant term (July 1, 2010 – June 30, 2011).

DHCD does not anticipate making any awards greater than \$50,000.

Any unused or underutilized sub-grantee awards will be de-obligated at the end of the grant term to be allocated during the 2011-12 grant term.

Local government applicants may request up to five percent for administrative costs. Administrative costs are not eligible costs for non-profit applicants.

All grants will be program-based awards for either emergency shelter or transitional housing programs. Only proposals meeting minimum threshold requirements will be considered for funding. See Eligible Activities and Proposal Evaluation Criteria for more details.

## Eligible Service Areas

Eligible proposals include emergency shelter or transitional housing programs located in non-ESG entitlement localities in Virginia. Shelter and transitional housing programs located in an ESG entitlement area are ineligible for the Virginia state ESG program.

The following chart lists Virginia localities that receive ESG funds directly from HUD (ESG entitlement areas), which are ineligible for this ESG program.

<b>ESG Entitlement Localities*</b>
<b>Ineligible Localities</b>
<b>Norfolk</b>
<b>Richmond</b>
<b>Roanoke</b>
<b>Virginia Beach</b>
<b>Fairfax County</b>
<b>Prince William County</b>

\*Virginia localities not listed above are non-entitlement areas.

## Applicant Eligibility

Applicants must be non-profits or units of local government and current on 990 filings (not applicable to units of government).

A primarily religious organization must establish a completely secular, private, non-profit organization to serve as the sub-grantee for ESG funding through this program. Please note this requirement does not prevent primarily religious organizations that do not currently meet this requirement from applying. A pending application for non-profit status 501 (c) (3) is sufficient at the time of application. If the sub-grantee's application results in a decision to fund the program then a funding agreement, contingent upon being granted the non-profit status, will be issued. See the *Other Requirements* section of this document for more details on limits to funding primarily religious organizations.

Applicants must be in compliance with ESG guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws.

Applicants must have established standard accounting practices including internal control and fiscal accounting procedures and be able to track agency and program budgets by revenue sources and expenses.

Applicants with outstanding audit findings, IRS findings, DHCD monitoring findings, or other compliance issues are not eligible ESG sub-grantees and any sub-grantee will not be eligible to receive allocations if any of these conditions occur within the grant period. Please note that DHCD will work with all interested parties, where appropriate, toward the resolution of unresolved matters.

Eligible applicants must be able to demonstrate prior experience serving individuals and families experiencing homelessness.

Applicants must be involved in their local Continuum of Care (CoC). All applicants must provide *CoC Participation Certification*.

Sub-grantees must certify that they will fully utilize the Homelessness Management Information System (HMIS) for their area. While sub-grantees must work with their local HMIS administrator, please note that different areas within the state may use different systems and/or system administrators. The applicant should work with their local CoC to coordinate HMIS access and technical assistance. The sub-grantee assumes full responsibility for all reporting to DHCD. The table below provides the names of Virginia's local Continuums of Care. Please check the following website for local CoC contact information and for information on the geographic areas covered by each CoC:

<http://www.hud.gov/offices/cpd/homeless/local/index.cfm?st=va&coc=502>

<b>Name of Virginia Continuums of Care</b>
Richmond/Henrico, Chesterfield, Hanover Counties CoC
Norfolk CoC
Roanoke City & County/Salem CoC
Virginia Beach CoC
Charlottesville CoC
Newport News/Hampton/Virginia Peninsula CoC
Portsmouth CoC
Lynchburg CoC
Petersburg CoC
Staunton/Waynesboro/Augusta, Highland Counties CoC
Chesapeake CoC
Winchester/Shenandoah, Frederick, Warren Counties CoC
Fredericksburg/Spotsylvania, Stafford Counties CoC
Danville/Martinsville CoC
Harrisonburg/ Rockingham County CoC
Suffolk CoC
Virginia Balance of State CoC* <ul style="list-style-type: none"> <li>• Lenowisco</li> <li>• Cumberland Plateau</li> <li>• Hope Continuum of Care</li> <li>• New River Valley - Housing Partnership of the New River Valley</li> <li>• Piedmont Housing Network</li> <li>• Southside</li> <li>• Piedmont (PD 14)</li> <li>• Five Rivers Continuum of Care</li> <li>• Accomack-Northampton</li> </ul>
Arlington County CoC
Fairfax County CoC
Loudoun County CoC
Alexandria CoC
Prince William County CoC

*\*Virginia Balance of State Continuum of Care includes several individual local CoCs.*

***Please note that domestic violence shelters are exempt from the HMIS requirement, however these types of programs will be required to provide aggregate data for reporting purposes.***

*Key Applicant Eligibility Factors:*

- *Either non-profit or unit of local government*
- *No outstanding findings or other issues*
- *Experienced homeless services provider*
- *Must be able to meet recordkeeping and reporting requirements including HMIS utilization*
- *Must be able to meet HMIS requirements (exception of domestic violence shelters)*
- *Must be certified as local CoC participant*
- *Must have proposal certified as meeting local CoC needs*

### **Eligible Programs/Activities**

Eligible programs are emergency shelter and transitional housing programs targeting individuals and/or families experiencing homelessness. ESG eligible expenses for reimbursement under this grant include only expenses incurred by the sub-grantee for the operation of the specific programs funded through ESG.

*Emergency shelter* programs provide temporary shelter for the homeless in general or for specific populations of the homeless. Emergency shelter programs tend to be short-term, less than six months. Please note that the lead-based paint requirement applies for programs 100 days or more in duration.

Domestic Violence shelter programs applying for ESG would be applying for emergency shelter ESG operation assistance through this program and must be targeted and serving program participants fleeing a domestic violence housing situation where no subsequent, appropriate residence has been identified and the person lacks the resources and support networks needed to obtain housing.

*Transitional housing* is a type of supportive housing used to facilitate the movement of homeless individuals and families to permanent housing. It is housing in which homeless persons may live for up to 24 months and receive supportive services that enable them to live more independently. The supportive services may be provided by the organization managing the housing or coordinated by them and provided by other public or private agencies.

Funds received through this grant may be used for maintenance, operation, insurance, utilities and furnishings, and shelter staff (limited to ten percent of the total award).

Staff salaries (including fringe benefits) paid under the operating costs category are limited to 10 percent of the grant. Shelter staff salaries include salaries paid to direct employees of the sub-grantee and staff salaries paid through contract services. Maintenance and security salary costs are not subject to the 10 percent standard. For example, a grantee receiving a \$75,000 ESG grant would be able to pay only \$7,500 (or 10 percent of that amount) for operational staff costs.

Sub-grantees must provide copies of any contract service agreements that would be reimbursed with ESG. DHCD will review and approve any service contracts applicable to the ESG funding.

**Ineligible** operating or maintenance costs include, but may not be limited to:

- Recruitment or on-going training of staff
- Depreciation
- Costs associated with the organization rather than the specific program
- Any costs associated with advertisements, pamphlets, surveys, etc...
- Staff training, entertainment, conferences, or retreats
- Public relations or fundraising
- Bad debts/late fees
- Mortgage payments
- Indirect costs

The sub-grantee or any subsidiary of the sub-grantee may not be reimbursed for rent on any property that the sub-grantee or subsidiary owns or holds a mortgage. The only eligible rent that may be expensed to the ESG program is actual rent incurred by the sub-grantee specific to the program and not covered by another funding source.

Sub-grantees will be monitored to assure that reimbursed ESG expenses are in compliance with program guidelines.

Any proposal submitted for funding under ESG shelter operations must be target-population specific. Examples include:

- Family Transitional Housing
- Thermal Shelter
- Single Men's Shelter
- Domestic Violence Shelter\*
- Women's Transitional

*\* Domestic Violence shelter programs applying for assistance through ESG must be targeted and serving program participants fleeing a domestic violence housing situation where no subsequent, appropriate residence has been identified and the person lacks the resources and support networks needed to obtain housing.*

#### *Client Rent Requirements*

Sub-grantees may not require client rent. In some cases, sub-grantees may collect a program fee, but not rent. Please see *Program Fees* section for details.

A program participant required savings plan could be implemented for transitional housing programs but the amount of required program participant savings may not to exceed 30 percent of household income. Standard accounting procedures must be assured if savings are managed at a program or agency level.

## **Program Fees**

Transitional housing programs may under specific conditions charge clients a program fee for program support services (not rent). The program fee can never exceed 30 percent of the household income. All program fee policies must be written and applied consistently within the transitional housing program. Program fees are considered revenue and must be reflected and tracked as such in the program/agency budget and in the sub-grantee's accounting system. Any program fee policy must be appropriate to the target population, used to provide services within the program, and be approved by DHCD.

## **Documentation of Homelessness**

Documentation of participants' homelessness situation is an important aspect of ESG program compliance. ESG sub-grantees are required to maintain adequate documentation of homelessness status to determine the eligibility of persons served by HUD's homeless assistance programs. The documentation is typically obtained from the participant or a third party at the time of referral, entry, intake or orientation to the ESG-funded program. A completed *Homeless Certification Form* (required documentation) and any supporting documentation must be maintained in the client file.

Sub-grantees will be monitored for compliance with this documentation requirement.

HUD defines homelessness using the following definition: A homeless person is someone who is living on the street or in an emergency shelter, or who would be living on the street or in an emergency shelter without HUD's homelessness assistance. A person is considered homeless only when he/she resides in one of the places/circumstances described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, on the street;
- In an emergency shelter;
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters;
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution;
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or their housing has been condemned by housing officials and is no longer considered meant for human habitation;
- Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
- Is fleeing a domestic violence housing situation and no subsequent appropriate residence has been identified and the person lacks the resources and support networks needed to obtain housing.

## **Termination of Participation and Grievance Procedure**

Sub-grantees may terminate assistance provided by ESG-funded activities to participants who violate program requirements. The termination, however, must allow for the due process of the terminated participant's rights and be based on written program policies subject to DHCD approval.

Sub-grantees must have in place a procedure that governs the termination and grievance process. These procedures should describe the program requirements and the termination process, as well as the grievance procedure that might, for example, allow participants to request a hearing regarding the termination of their assistance.

Sub-grantees must effectively communicate the termination and grievance procedures to participants and ensure that the procedures are fully understood. For example, the sub-grantee staff might verbally explain the procedures to participants upon entry, intake, or orientation to the ESG-funded program and make the procedures readily available to participants either with written information or by posting the policy in a public place. Posting the policy on a bulletin board in a common area within the facility is an effective way to ensure that the procedures are available for participants to access at any time.

Sub-grantees must be able to demonstrate compliance with the Termination of Participation and Grievance Procedures requirement, which will be confirmed through DHCD monitoring of sub-grantees.

## **Participation of Homeless Persons in Policy-Making and Operations**

The ESG program requires that sub-grantees encourage the participation of homeless persons in projects in a number of ways.

Sub-grantees of ESG funds are required by law to provide for the participation of at least one homeless or formerly homeless person in a policy-making function within the organization. This might include, for example, involvement of a homeless or formerly homeless person on the Board of Directors or similar entity that considers and sets policy or makes decisions for the sub-grantee agency.

This requirement may be waived, however, only in the case that the sub-grantee agrees to consult with homeless or formerly homeless persons in making policy or decisions. If needed contact DHCD for more details.

All sub-grantees are required to involve program participants in the operation of the ESG-funded program. This involvement includes program participants' employment or volunteering in program activities such as construction, renovation, maintenance, general operation of facilities, or provision of services. For example, a shelter might involve participants in ongoing maintenance tasks or other operations of the facility such as staffing the reception desk. This involvement can include paid and/or volunteer work.

Sub-grantees will be monitored for compliance with these program requirements.



## **Ensuring Confidentiality**

Sub-grantees must take appropriate measures to provide for program participant confidentiality.

To ensure the safety and security of ESG program participants fleeing domestic violence situations, ESG sub-grantees are required to develop and implement procedures to guarantee the confidentiality of records concerning program participants.

## **Habitability Standards**

All facilities and housing units where program participants reside must meet basic habitability standards. Documentation of this must be included, where applicable, in all program participant files or be available specific to the facility. Congregate facilities must assure that ESG funded program facilities meet these standards. The *ESG Basic Habitability Check List* is the required documentation for this specific program requirement.

Shelter facilities must pass annual fire inspections, unless otherwise exempted by DHCD.

Each program will be monitored for required documentation and compliance with this program requirement.

## **Financial Management**

Sub-grantees must ensure compliance with regulations and requirements pertaining to the following key areas of financial management:

- Allowable costs
- Source documentation
- Internal controls
- Budget controls
- Cash management
- Accounting records
- Procurement
- Property asset controls
- Audits

Sub-grantees must use ESG program funds only for eligible activities and in accordance with the DHCD-approved program budget. Any changes from the planned expenditures must be approved in advance by DHCD. ESG funds may not be used for activities other than those authorized in the regulations and approved by DHCD. Furthermore, all expenditures must be in accordance with conditions such as funding ceilings and other limitations on ESG eligible costs.

Internal controls refer to the combination of policies, procedures, defined responsibilities, personnel and records that allow an organization to maintain adequate oversight and control of its finances. As such, internal controls reflect the overall financial management system of an organization or agency. Budget controls, cash management, accounting records, procurement and property controls are sub-sets of the overall financial system.

The specific administrative requirements (i.e., financial management standards) for grants to state and local government entities are contained in 24 CFR Part 85, OMB Circular A-87 and CAPP Manual.

Sub-grantees will be monitored for required documentation and compliance with the program requirements.

A compliance monitoring may review the following:

- An organizational chart showing titles and lines of authority for all individuals involved in approving or recording financial (and other) transactions
- Written position descriptions that describe the responsibilities of all key employees
- A written policy manual specifying approval authority for financial transactions and guidelines for controlling expenditures
- Written procedures for the recording of transactions, as well as an accounting manual and a chart of accounts
- Adequate separation of duties to assure that no one individual has authority over an entire financial transaction
- Hiring policies to ensure that staff qualifications are equal to job responsibilities and that individuals hired are competent to do the job
- Control of access to accounting records, assets, blank forms, and confidential records are adequately controlled, such that only authorized persons can access them
- Procedures for regular reconciliation of its financial records, comparing its records with actual assets and liabilities of the organization
- Accounting records/source documentation
- Cash management procedures
- Procurement procedures
- Property controls
- Annual Audit

### *Audits*

All sub-grantees receiving a total of \$500,000 or more in federal or state funds are required to have annual audits conducted in compliance with OMB A-133 standards. Those sub-grantees with less than \$500,000 in federal and state funds should complete annual financial statements. Annual audits and financial statements, whichever is appropriate, must be within six months following the end of the sub-grantee's fiscal year.

### *Time sheets*

Employee time sheets should reflect actual times, not percentages. Likewise, time sheets should be signed and dated (or equivalent electronic approval) by the employee and the supervisor having first-hand knowledge of the work performed. If the expenditures are paid

for by more than one source (e.g., federal, United Way, private donations) the split costs should be accurately tracked within the sub-grantee's accounting system.

### **Method of Payment**

Disbursements will be made every other month based on DHCD's schedule. Sub-grantees must submit *Requests for Reimbursement*. The *Requests for Reimbursement* are reviewed by DHCD staff and approved for reimbursement based on the information submitted. ESG monitoring will review full source documentation for specific reimbursement periods. Any item found to be ineligible and/or unsupported must be paid back in full to DHCD. DHCD reserves the right to reduce subsequent reimbursements by the amount of any ineligible and/or unsupported cost. Any sub-grantee with unresolved findings or compliance issues may have reimbursement suspended. Any applicant with unresolved findings or compliance issues is ineligible for ESG funding through this program.

Sub-grantees are required to receive funds via electronic transfer. To establish an account go to the Virginia Department of Accounts web site (<http://www.doa.virginia.gov>) and select EDI (Electronic Data Interchange) from the links on the right hand side of the page. The EDI guide then may be accessed through a link under the Trading Partner Information section.

### **Recordkeeping**

Sub-grantees must keep any records and submit any reports (including those pertaining to race, ethnicity, gender, and disability status data) that HUD or DHCD may require within the timeframe required. All program and program participant records must be maintained for a minimum of five years.

### **Monitoring**

DHCD is responsible for monitoring all ESG activities carried out by a sub-grantee, to ensure that the program requirements established by HUD and DHCD are met. Monitoring may also be conducted by the local HUD Office of Community Planning and Development, HUD's Office of Special Needs Assistance Programs, HUD's Office of Inspector General, HUD's Office of Fair Housing and Equal Opportunity, or another federal agency to determine whether the sub-grantee complied with the requirements of this program.

### **HMIS**

The ESG sub-grantees are required to report program participant-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) database. HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or at risk of becoming homeless that is managed and operated locally.

*Please note that domestic violence shelters are exempt from the HMIS requirement, however these types of programs will be required to provide aggregate data for reporting purposes.*

## **Sub-grantee Reporting Requirements**

Sub-grantees must be able to track and report ESG activities, program participant data, and spending separate from other activities. Minimum reporting requirements will include quarterly reports, annual reporting, and close out reporting. Sub-grantees will report on outputs, such as the number of persons served, the demographic characteristics of persons served, and outcomes related to housing stability.

## **Program Guideline Amendments**

All updates will be included as amendments to the program guidelines. These amendments will be posted along with the program guidelines on DHCD website and will be sent to the agency contact (s).

Sub-grantees are responsible for assuring that the contact information that DHCD has on record for the agency remains up-to-date. Sub-grantees are responsible for assuring program compliance based on the most up-to-date program guidelines including all to-date amendments.

## **Other Requirements**

This section outlines several additional federal requirements with which ESG-funded sub-grantees must comply. These requirements include:

- Non-Discrimination and Equal Opportunity;
- Lead-based Paint;
- Conflict of Interest; and
- Limits on Funding to Primarily Religious Organizations.

### *Non-discrimination and Equal Opportunity*

The use of Emergency Shelter Grants amounts requires that the sub-grantee make facilities and services available to all on a nondiscriminatory basis, and publicize this fact. The procedures that a sub-grantee uses to convey the availability of such facilities and services should reach persons with handicaps or persons of any particular race, color, religion, sex, sexual orientation, age, familial status or national origin within their service area who may qualify for them. If not, the sub-grantee must establish additional procedures that will ensure that these persons are made aware of the facilities and services. Sub-grantees must adopt procedures to disseminate information to anyone who is interested regarding the existence and location of handicap accessible services or facilities.

### *Lead-based Paint Requirements*

The purpose of these requirements is to ensure that housing receiving federal assistance does not pose lead-based paint hazards to young children. As such, ESG sub-grantees are subject to the requirements, as applicable, of the Lead-Based Paint Poisoning Prevention Act (LBPPPA) and the Act's implementing regulations at 24 CFR Part 35 (see Memorandum summarizing the Rule's requirements and effective dates at: [http://www.hud.gov/lea/donovan\\_letter.pdf](http://www.hud.gov/lea/donovan_letter.pdf)).

Since the ESG program deals primarily with the operation of short-term emergency shelters ESG is governed by Subpart K of the Lead-Based Paint Hazard regulations. According to the Interpretive Guidance ([http://www.hud.gov/lea/1012QA\\_final\\_sept21.PDF](http://www.hud.gov/lea/1012QA_final_sept21.PDF)) to the regulations, Virginia State ESG (Last revised July 2010)  
2010-11 Program Year  
Program Guidelines

most emergency shelters (stays of 100 days or less) are exempt from the lead-based paint regulations. Thus, emergency housing using efficiencies, studio apartments, dormitories, single room occupancy units, barracks, group homes, or room rentals in residential dwellings are all excluded from the lead-based paint requirements.

The ESG-assisted housing covered under the lead-based paint requirements is longer-term emergency or transitional housing in an apartment with one or more bedrooms AND which has family residents who are part of a program requiring continual residence of more than 100 days.

In ESG projects where the residents select their own housing or where the grantee or recipient provides services such as housing search and homeless prevention services such as first month's rent, the units selected must be free from lead-based paint contamination.

A number of lead-based paint requirements apply for programs longer than 100 days: The sub-grantee should conduct the following activities:

1. A visual assessment of all painted surfaces to identify deteriorated surfaces;
2. Complete paint stabilization of all deteriorated surfaces.
3. Incorporate ongoing lead-based paint maintenance activities into the regular building maintenance operations; and
4. Notification as described above.
5. Include a completed Lead Visual Assessment form in applicable client files

A number of properties are exempt from this regulation. For the properties that fall under the following categories, the lead-based paint regulations do not apply:

- Housing built after January 1, 1978 (the date when lead-based paint was banned for residential use);
- Housing exclusively for the elderly or persons with disabilities, unless a child under age 6 is expected to reside there;
- Zero bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks;
- Property that has been found to be free of lead-based paint by a certified inspector;
- Property from which all lead-based paint has been removed, and clearance has been achieved;
- Unoccupied housing that will remain vacant until it is demolished;
- Non-residential property;
- Any rehabilitation or housing improvement that does not disturb a painted surface;
- Emergency repair actions which are needed to safeguard against imminent danger to human life, health or safety, or to protect property from further structural damage;
- Emergency housing assistance (such as for the homeless) unless the assistance is for long-term assistance that lasts more than 100 days. **In the case where long-term housing assistance lasts for more than 100 days, then the rule does apply.**

Copies of the lead-based paint regulation can be obtained by downloading it from the HUD Office of Lead Hazard Control web site at [www.hud.gov/lea](http://www.hud.gov/lea) or by calling 1-800-424-LEAD.

### *Conflict of Interest*

Sub-grantees must avoid any conflict of interest in carrying out activities funded by state or federal grants dollars, such as the Emergency Shelter Grant program. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organization's activity, including through contracts, subcontracts or agreements. This exclusion continues during the employee's tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services using federal funding (such as ESG), organizations are required to have a "code of conduct" or "conflict of interest" policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision making process related to procurement if that person, or that person's family, partner or any organizations employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include a written policy that is part of the employee policies. Employees, board members, and volunteers are required to sign a statement indicating that they have read the policy and will comply.

### *Limits on Funding to Primarily Religious Organizations*

In order to uphold the basic provision of separation of church and state, a number of conditions apply to the provision of ESG funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the ESG program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principles:

- The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis of religion.
- The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity permissible under the ESG program on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
- The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible ESG activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participants to choose to take part in services or meetings offered by the organization as they wish, separate from the ESG-funded activities provided, is allowable.

In making an application to receive ESG funding, it is not necessary for the religious organization to establish the separate, secular organization prior to submitting the application or prior to its selection, but may apply on behalf of the secular organization to be established. The application is reviewed on the basis of the religious organization's financial responsibility, capacity, and its commitment to provide appropriate resources to the secular organization after its formation. After formation, the secular organization will be required to demonstrate that it meets the definition of a nonprofit organization. Obligation of DHCD's ESG funds will be conditioned upon compliance with these requirements.

# DHCD Shelter Grant Programs

## HOMELESS CERTIFICATION

Applicant Name and Unique Identifier: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

☐ Household without dependent children (complete one form for each adult in the household)

☐ Household with dependent children (complete one form for household)

Number of persons in the household: \_\_\_\_\_

**This is to certify that the above named individual or household is currently homeless based on the check mark, other indicated information, and signature indicating their current living situation.**

**Complete only one section with information on the primary cause of homelessness**

---

**Living Situation: A place not meant for human habitation (e.g., cars, parks, abandoned buildings, streets/sidewalks) or a domestic violence situation:**

☐ The person(s) named above is/are currently living in a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus station, airport, or camp ground.

Description of current living situation:

---

---

---

☐ The person(s) named above is/are fleeing from a domestic violence situation and has no subsequent appropriate residence that has been identified and lacks the resources and support networks needed to obtain housing.

***Third Party Verification:***

Street Outreach Program Name (if applicable):

\_\_\_\_\_  
*This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.*

Authorized Agency Representative Signature:

Date: \_\_\_\_\_

Domestic Violence Service Provider Name (police, hospital, etc.- if applicable):

---

☐ Copy of relevant documentation attached (protective order, hospital discharge information, etc.-if applicable)



Authorized Agency Representative Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

***Self Declaration of Housing Status (Shelter Staff Certification must be completed):***

☐ I [and my children] am/are currently homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground).

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse

**I certify that the information above and any other information I have provided in applying for housing assistance is true, accurate and complete.**

Applicant Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

**Shelter Program Staff Certification**

I understand that third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempt made for third-party verification:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Shelter Staff Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

---

**Living Situation: Eviction**

☐ The person(s) named above is/are facing eviction within 7 days from current housing  
☐ Copy of eviction notice is attached (required)

---

**Living Situation: Emergency Shelter**

☐ The person(s) named above is/are currently living in a supervised publicly or privately operated shelter as follows:

Emergency Shelter Program Name:

\_\_\_\_\_

*This emergency shelter must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Emergency Shelter).*

Authorized Agency Representative Signature:

Date: \_\_\_\_\_

---

### **Living Situation: Transitional Housing**

☐ The person(s) named above is/are currently living in a transitional housing program for persons who are homeless. The persons(s) named above is/are graduating from or timing out of the transitional housing program:

Transitional Housing Program Name:

\_\_\_\_\_  
*This transitional housing program must appear on the CoC's Housing Inventory Chart submitted as part of the most recent CoC Homeless Assistance application to HUD or otherwise be recognized by the CoC as part of the CoC inventory (e.g. newly established Transitional Housing program).*

Authorized Agency Representative Signature:

\_\_\_\_\_  
Date: \_\_\_\_\_

---

### **Living Situation: Institution (hospital, prison or other)**

☐ The person named above is being discharged from an institution after a stay of **less than** 30 days and was living immediately prior to admission in:

- ☐ A place not meant for human habitation (see above definition)
- ☐ A domestic violence situation (see above definition)
- ☐ An emergency shelter (see above definition)

☐ The person is being discharged within a week from an institution in which the person has been a resident for **more than** 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks to obtain housing

### **Third Party Verification:**

Homeless Services Program Accessed Prior to Institutionalization (if applicable, for persons being discharged after a stay of less than 30 days):

*This certifying agency must be recognized by the local Continuum of Care (CoC) as an agency that has a program designed to serve persons living on the street or other places not meant for human habitation. Examples may be street outreach workers, day shelters, soup kitchens, Health Care for the Homeless sites, etc.*

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Institution person is being discharged from: \_\_\_\_\_

Authorized Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Self Declaration of Housing Status (For persons being discharged after a stay of less than 30 days. Shelter Staff Certification must be completed):***

☐ I [and my children] were homeless and living on the street (i.e. a car, park, abandoned building, bus station, airport, or camp ground) prior to my institutionalization

☐ I [and my children] am/are the victim(s) of domestic violence and am/are fleeing from abuse

**I certify that the information above and any other information I have provided in applying for housing assistance is true, accurate and complete.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Shelter Program Staff Certification**

I understand that third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

*Documentation of attempt made for third-party verification:*

---

---

---

---

---

Shelter Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_